



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. AMIKE® FOSTER, JR.
GOVERNOR

March 9, 2001

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-47

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Federal Tax Levies and After Levy Wage Types

The ISIS HR system has been configured to calculate withholding for federal tax levies per IRS regulations. Once a federal tax levy has been received, increases to voluntary deductions and new voluntary deductions must be included in the amount of pay subject to the levy. Voluntary deductions are those that are within the employee's control and are not required by law to be withheld. Examples of these include, but are not limited to, deductions for miscellaneous vendor products, tax shelters, dues, United Way, credit unions, etc. After Levy wage types have been established in the ISIS HR system to accommodate these deductions after the levy has been served/established. Increases in health and group life insurance premiums are allowed in the amount exempt from the levy; therefore, no After Levy wage types have been configured for these deductions.

Before establishing or increasing voluntary deductions, agencies must review an employee's master data following instructions in State of LA Help "Display Garnishment" (menu path Human Resources >> Personnel Management >> Administration >> HR Master Data >> Display) to determine if a deduction for a tax levy has already been established. If the levy is present, then the appropriate After Levy wage type must be used to set up the deduction in ISIS HR on Infotype 0015.

The ISIS HR system is currently being configured to include After Levy wage types for LA Public Employees Deferred Compensation (UPS code TSLD) and District Attorney's Deferred Compensation (UPS code TSDC) 457 plans. Information will be provided in the State of LA Help on use of these wage types once configuration has been completed.

NOTE: Agencies will need to contact the OSUP Garnishment and Financial Administration Unit for special instructions when an employee with an established tax levy is required to establish a Required Flex Deduction (UPS code MSZ PC).

If agencies have any questions concerning the use of After Levy wage types, please contact a member of the Garnishment and Financial Administration Unit at (225):

Dora Duncan 342-5362
Laura Odom 342-5332
Laurie Lee 342-0716

Angel Vernon 342-0717
Cynthia Spann 342-5343

RSM:LAO